

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

C-338

PAGE
NO.

1. Requesting Agency

ST. MARY'S COUNTY

2. Division or Bureau of Requesting Agency

Finance Department

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>GENERAL LEDGER</p> <p>Size: Post binders 9½" x 12" x 2" Printouts 8½" x 11" x 1"</p> <p>Dates: Post binders, 1954-63 (January) Printouts, 1963 --</p> <p>Audit: Internal and State audits</p> <p>Quantity: Post binders, 17 volumes Printouts, 8 binders</p> <p>File Arrangement: Chronological</p> <p>The General Ledgers prior to 1963 give the year and month, the account number and title of the account with monthly posting and totals carried forward. After the introduction of punched cards and printouts in 1963, (Schedule Item 7) the General Ledgers have been arranged by account number and title of the account, the amount with totals carried forward, the annual budget authorization and the net difference with totals carried forward.</p> <p>These are the final books of entry and are permanent records (Annotated Code of Maryland, 1957 Edition, as amended, Art. 54, Sec. 8).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	

7. Agency, Division or Bureau Representative

Benedict H. Hestberg Signature *Director of Finance* Title *3/14/71* Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3-29-71

Date

Morris L. Radloff

Archivist

4/7/71

Date

Richard Hestberg

Secretary

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2	<p>CASH RECEIPTS AND DISBURSEMENTS JOURNALS</p> <p>Size: Varied, average 11" x 18" x 2" post binders • Dates: 1949 - 1962 Audit: Internal and State audits Quantity: 6 volumes File Arrangement: Chronological</p> <p>Cash Receipt and Disbursement Journals were maintained until 1963, when the General Ledgers became printouts from punched cards and the Cash Receipt Summary Sheets (Schedule Item 7) supplanted the Cash Disbursement portion of the journals. The Journals gave the date and voucher number for disbursements, the amount with totals carried forward. Receipts are shown by date, source and amount with totals carried forward.</p> <p>Retain permanently Cash Receipts and Disbursement Journals for 1949-1954, the periods of time for which General Ledgers, and the final books of entry were not found.</p> <p>RECOMMENDATION: RETAIN CASH RECEIPT AND DISBURSEMENT JOURNALS FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY EXCEPT THE JOURNALS FOR 1949-1954, WHICH ARE TO BE RETAINED PERMANENTLY.</p>	
3	<p>PAYROLL JOURNAL</p> <p>Size: Dates: 1963 -- Audit: Internal and State Audits Quantity: 8 volumes File Arrangement: Chronological</p> <p>The Personnel Journal contains one page for each employee giving the name and social security number, address and department where employed, employment number and date of birth, income tax status and number of exemptions, effective date of first employment and date of exemption certification giving in columnar form the gross Federal tax, FICA, State tax, deductions for retirement, insurance and other deductions, total deductions and the employee's net pay and the check number.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	

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4	<p>AUDIT PAPERS</p> <p>Size: Letter size Dates: 1938 -- Quantity: 33 brochures File Arrangement: Chronological</p> <p>The Audit Papers are the official audits, internal and State, and are permanent records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	
5	<p>GENERAL CORRESPONDENCE</p> <p>Size: Letter and legal size Dates: 1964 -- Quantity: 5 legal file drawers File Arrangement: Alphabetical by subject or name</p> <p>The General File is composed of correspondence, reports and studies of County, Municipal, and State agencies relating to taxation and finance, bonds, projects and all matters coming under the jurisdiction of the Finance Department and of the Treasurer concerned with expenditures and receipts of public money.</p> <p>Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases after which it may be destroyed according to the Recommendation below.</p> <p>Printed and mimeographed material is considered to be "Nonrecord" within the meaning of the statute governing "Nonrecord" material and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	